



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

November 2, 2012

TO: EACH SUPERVISOR

FROM: DARYL L. OSBY, FIRE CHIEF

REQUEST FOR A FEASIBILITY STUDY BY THE CITY OF LA HABRA HEIGHTS

The City of La Habra Heights (City) has requested that the Consolidated Fire Protection District prepare a Feasibility Study to determine the recommended service level and associated costs to provide fire protection and related services to the City. Fire District staff will be reviewing data provided by the City regarding their current fire department operations. If it is determined that a mutual benefit can be derived by the provision of service to the City by the Fire District, we will proceed with the preparation of a Feasibility Study for your Board, which will include a description of the benefits to the County and Fire District, an evaluation of the City's solvency, and an evaluation of any increased County risk exposure and costs (pursuant to the Guidelines and Processes for Requests for District Services adopted by your Board on July 13, 2010).

The Fire District totally surrounds the City, sharing common boundaries with four Fire District jurisdictional areas: the City of Whittier to the west, the City of La Habra to the south, and the unincorporated communities of Hacienda Heights to the north and Rowland Heights to the east. The City's Fire Department operates one fire station with a combination of paid and volunteer firefighters. A Feasibility Study should take approximately six to eight weeks to complete. Upon completion, the Feasibility Study will be submitted with recommendations to your Honorable Board.

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS
ARTESIA
AZUSA
BALDWIN PARK
BELL
BELL GARDENS
BELLFLOWER
BRADBURY

CALABASAS
CARSON
CERRITOS
CLAREMONT
COMMERCE
COVINA
CUDAHY

DIAMOND BAR
DUARTE
EL MONTE
GARDENA
GLEN DORA
HAWAIIAN GARDENS
HAWTHORNE

HIDDEN HILLS
HUNTINGTON PARK
INDUSTRY
INGLEWOOD
IRVINDALE
LA CANADA FLINTRIDGE
LA HABRA

LA MIRADA
LA PUENTE
LAKEWOOD
LANCASTER
LAWNDALE
LOMITA
LYNWOOD

MALIBU
MAYWOOD
NORWALK
PALMDALE
PALOS VERDES ESTATES
PARAMOUNT
PICO RIVERA

POMONA
RANCHO PALOS VERDES
ROLLING HILLS
ROLLING HILLS ESTATES
ROSEMEAD
SAN DIMAS
SANTA CLARITA

SIGNAL HILL
SOUTH EL MONTE
SOUTH GATE
TEMPLE CITY
WALNUT
WEST HOLLYWOOD
WESTLAKE VILLAGE
WHITTIER

Each Supervisor
November 2, 2012
Page 2

If you have any questions, please contact me at (323) 881-6180 or your staff may contact Debbie Aguirre, Chief, Planning Division, at (323) 881-2404.

DLO:cn

Attachment

c: Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel
 Brence Culp
 Georgia Mattera
 Sergio Vasquez
 Michelle Cervera
 Randi Tahara
 Joseph Charney
 Susan Nissman
 Rick Velasquez
 Sussy Nemer

Guidelines and Processes Requests for Fire District Services

July 2010

PRELIMINARY EVALUATION:		
Step 1	<div>City</div> <div>Fire Chief</div>	<p>Upon majority vote of City Council, complete Fire District questionnaire providing basic information needed to evaluate issues of liability and other risk exposures, financial solvency, and benefit to L.A. County/Fire District and submit completed questionnaire to Fire Chief with a request for a Feasibility Study for potential Fire District service. City must have a common boundary with the Fire District. Non-contiguous city contracts will not be considered.</p> <p>Notify Board of Supervisors via memorandum of the city's interest in a Feasibility Study, including a cursory description of the city's fire department and a proposed timeline for submitting recommendations to the Board.</p>
Step 2	Fire Chief	<p>Prepare preliminary recommendations for proposed staffing, and based upon those preliminary recommendations and the city's proximity to District/L.A. County, prepare Feasibility Study that:</p> <ul style="list-style-type: none"> - Determines benefit to L.A. County and Fire District residents, including increase in staffing and units that would be located within 5 miles. Units not within 5 miles of the County/District boundaries will not be considered as units having a direct benefit. - Evaluates city financial solvency based upon the city's bond rating. Bond ratings are recommended to be equivalent to L.A. County bond ratings, currently a A2 (Moody's) or A (S&P). If bond rating is not available, the Fire District will work with the Auditor-Controller to evaluate the City's last published Comprehensive Annual Financial Report (CAFR). - In consultation with the CEO and County Counsel, evaluates increased County risk exposures and costs, including but not limited to liability and workers compensation benefits, and ensures any fee structure includes a proportional charge for such costs to the city, and if appropriate, a charge back of any unique costs identified for the city contract.
Step 3	Fire Chief	<p>Based upon findings of the Feasibility Study, either decline provision of services to the city and notify city manager, or submit findings to Board of Supervisors, with recommendation and justification to proceed with contract negotiations.</p>

FEASIBILITY STUDY:		
Step 4	Board	<p>Based upon findings and justification submitted by Fire Chief, consider findings in the Feasibility Study.</p> <p>If approved, authorize the Fire Chief to enter into negotiations for provision of service and authorize the Fire Chief to enter into an agreement with the city to reimburse the Fire District for costs associated with an evaluation of the city's facilities, equipment, and vehicles, and any extenuating negotiation costs (Survey Reimbursement Agreement).</p>
Step 5	Fire Chief	Submit approved Feasibility Study to the city. Provide Survey Reimbursement Agreement for city approval.
Step 6	City Council	Evaluate Feasibility Study and determine if it desires to proceed with Fire District services. If so, approve Survey Reimbursement Agreement to reimburse the Fire District its cost to evaluate city's facilities, equipment and vehicles to determine potential conversion costs to Fire District operation.
NEGOTIATIONS:		
Step 7	Fire Chief	<p>Upon receipt of approved Survey Reimbursement Agreement from City, evaluate city facilities, equipment, and vehicles, and identify any other costs that the city would incur if services were to be contracted to Fire District. Negotiate a definitive level of staffing/equipment in the city and all other pertinent contract provisions.</p> <p>Forward service agreement to County Counsel, Auditor-Controller, CEO Risk Management, CEO Employee Relations, and CEO Classification/Compensation Divisions for review prior to concluding negotiations with the city.</p>
Step 8	City Council	Upon conclusion of negotiations, either decline District services, or approve negotiated Agreement for Services.
Step 9	Fire Chief	<p><u>Cities within Los Angeles County:</u> Submit request to the Board for approval of a Resolution Making Application to LAFCO for the Annexation of the city to the District.</p> <p><u>Cities outside Los Angeles County:</u> Submit negotiated Agreement for Services to Board after city approval.</p>

Step 10	Board	<p><u>Cities within Los Angeles County:</u> Either approve or deny District's request. If approved, resolution is submitted to LAFCO, and upon successful conclusion of LAFCO's public hearing, approves the Agreement.</p> <p><u>Cities outside Los Angeles County:</u> Consider Agreement for Services, either approve or disapprove.</p>
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